



# COURT SERVICES & OFFENDER SUPERVISION AGENCY

## VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NO.:** OFMA-06-047 (KS)(DEU)

**JOB TITLE:** Staff Assistant (OA), GS-0303-5/6

**AREA OF CONSIDERATION:** All Sources

**OPENING DATE:** 03/31/06

**CLOSING DATE:** 04/06/06 (Applications must be received by 5:00 p.m. EDT)

**PROMOTION POTENTIAL:** GS-08

**STARTING SALARY:** GS-05, \$29,604 pa

**Staff Assistant, GS-0303-5/6 (1 position), Court Services & Offender Supervision Agency (CSOSA), Management & Administration, Office of Facilities, Washington, DC.**

**THIS VACANCY ANNOUNCEMENT MAY BE USED TO FILL FUTURE VACANCIES.**

**DUTIES:** The incumbent provides administrative technical assistance to the staff in support of the Office of Facilities. Prepares reports and other material needed by the staff. Types a variety of correspondence including letters, forms and other material. Handles all administrative matters, issues and problems for the office. Responds to information requests on topics related to the mission, products, or services of the Office of Facilities. Explains resources, services, and administrative processes to callers and visitors. Makes referrals to appropriate staff member. Answers telephone calls, receives visitors and directs them to the appropriate staff member. Performs a variety of administrative and office support duties.

**QUALIFICATIONS:** For the GS-5 level, applicants must have one year of specialized experience equivalent to the GS-4 grade level OR 4 years above high school. **Specialized experience** is experience in or directly related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. **For the GS-5 level**, specialized experience includes performing a variety of administrative and office support duties to include compiling and documenting information to assist office staff with various program activities. Provides support to office staff by preparing administrative and fiscal forms such as requisitions. For the GS-6 level, applicants must have one year of specialized experience equivalent to the GS-5 grade level. **For the GS-6 level**, specialized experience includes performing technical support work by compiling information to determine the status of various programs and or activities such as status of funds, obligations, helpdesk, budget etc.

Applicants must be qualified typists with a typing speed of 40 words or more per minute. You must provide certification of typing speed at the time you submit your application. This certification may be in the form of a signed and dated document stating your typing ability.

**EVALUATION METHODS:** Applicants will be evaluated according to the extent and quality of experience, education and training. If you meet the basic qualification requirements, your application/resume will be evaluated against the knowledge, skills, and abilities required for this position. This evaluation determines which candidates will be referred to the selecting official for consideration.

**TO RECEIVE FULL CONSIDERATION, APPLICANTS MUST ON A SEPARATE SHEET OF PAPER, ADDRESS EACH OF THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (KSA's). APPLICATIONS THAT DO NOT INCLUDE THE KSAs ADDRESSED SEPARATELY FROM THE APPLICATION/RESUME WILL NOT RECEIVE FURTHER CONSIDERATION.**

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of administrative, fiscal, and procurement procedures sufficient to carry out a variety of program support request and instructions.
2. Proficient in the use of personal computers, supporting helpdesk software such as Faciliworks.
3. Skill in obtaining data and or information for use in reports or for requesting services.

In addition to the submission of your application/resume, YOU MUST address your experience and/or education related to the KSAs described above, giving specific examples on a separate sheet of paper. Address each of the KSAs separately and explain how your experience, education, training, and self-development activities relate to each KSA. Your qualification rating will be based on the evaluation of your experience/education in relation to the qualification requirements and KSAs listed above. You should also provide detailed evidence of the KSAs in your application/resume in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

**HOW TO APPLY:** Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612) or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/faqs.asp>, or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

**CTAP and ICTAP:** If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well-qualified for the position. To be well-qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military

Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

Veterans: Veterans claiming 5-point veteran preference must submit a copy of their latest DD-214. Veterans claiming 10-point veteran preference must submit a copy of their latest DD-214 along with a SF-15 form and a letter from the Veteran's Administration certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay or other appropriate documentation listed on the application for 10 point veteran preference.

**Applications and all required documents must be received by 5:00 p.m. EDT on the closing date.**

**Mailing Address and Contact:** All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17<sup>th</sup> Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Karen Schmitz on (202) 220-5444 or **TTY (202) 220-5474**. Applications must be *received* by 5:00 p.m. on the closing date.

**Email Address:** Applicants may submit applications via email to: [CSOSAjobs@CSOSA.gov](mailto:CSOSAjobs@CSOSA.gov).

**Fax Number:** Applicants may submit documents via facsimile to: (202) 220-5615.

## **OTHER INFORMATION:**

Agency Background Information: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

U.S. Citizenship: Applicants must be U.S. citizens or nationals.

Selective Service Registration: As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

Relocation Expenses: Relocation expenses are not authorized

Probationary Period: Initial appointment will require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

**REASONABLE ACCOMMODATIONS:** Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

**EQUAL OPPORTUNITY EMPLOYER:** Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism .

***CSOSA is an Equal Opportunity Employer.***